

guidance **INDEX**

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New SRA Guidance Publications

Better Living Booklet, Parents and Teachers As Partners by Eva Grant, Editor of the *National Parent-Teacher* magazine. (See review item No. 24)

Junior Life Adjustment Booklet, High School Ahead by R. L. Hunt, Editor of *The Phi Delta Kappan* magazine. (See review item No. 35)

Life Adjustment Booklet, Baby-Sitters' Handbook by Judy Flander. (See review item No. 34)

Studying Students: Guidance Methods of Individual Analysis by Clifford P. Froehlich, Associate Professor of Education at the University of California; and John G. Darley, Assistant Dean of the Graduate School and Professor of Psychology at the University of Minnesota. (See review item No. 12)

Directions For Use

The **Guidance Index**, published monthly during the school year, lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, and administrator; the second, for the student.

The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes material especially suitable for the elementary schools.

All vocational information is classified according to the SRA Occupational Filing Plan. This aids the reader in finding the material wanted, and in filing it when it has been obtained. Every effort is made to list as many free and inexpensive (50 cents or less) publications as possible. In this issue of the *Guidance Index* you will find:

60 items covering 44 subjects of which 28 are free or inexpensive.

Note

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

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COUNSELOR for the TEACHER, and ADMINISTRATOR

Items listed in this category give information on guidance and related fields: child development, personal adjustment, education, and vocational guidance.

Art Education

1. **Art in the Schoolroom.** Manfred L. Kieler. [Univ. of Nebraska Press, Lincoln, Neb.] 1951. 214 pp. \$4.00.

Prepared for elementary school teachers, this book describes ways and means of relating the teaching of art to the everyday experiences of children. Specific assignments are suggested as guides for the public school teacher—examples which may be adapted to suit the needs of her particular group. Illustrations of various types of projects—getting acquainted, personal experiences, imaginary experiences, and group projects—appear throughout the book. Methods of training powers of observation in pupils are also suggested.

Audio-Visual Education

2. **Annotated List of Phonograph Records.** Warren S. Freeman, Ed. [Children's Reading Service, 106 Beekman St., New York 38.] 1952. 48 pp. 10c.

This catalog lists and evaluates approximately 1,000 selected recordings for classroom use. Not only teachers of music but persons working in all aspects of education, from kindergarten through high school and college, will find this material of value. The listings have been arranged according to subject area and grade levels, and particular attention has been given to records which provide aids for language arts, science, and social studies.

Child Guidance

3. **Our Children and God.** Mrs. Clarence H. Hamilton. [The Bobbs-

Merrill Co., 724 N. Meridian St., Indianapolis 7, Ind.] 1952. 218 pp. \$2.50.

This book focuses attention on the importance of love in the physical, mental, and spiritual growth of children. Addressed to parents, teachers, and others who work closely with children, it is an appeal for a re-emphasis of the basic Christian tenet—love. The author documents her thesis with simple, real-life cases, which show how to create the necessary atmosphere of love and warmth in which children may grow into happy, creative, and confident adults.

4. **Proceedings of the Mid-century White House Conference on Children and Youth.** Edward A. Richards, General Editor. [Health Publications Institute, Inc., 216 Dawson St., Raleigh, N.C.] 1951. 363 pp. \$2.00.

This report of the proceedings of the White House Conference on Children and Youth includes background material of the conference, selected addresses and papers dealing with aspects of personality development, and summaries of panel opinions. The conference evolved around the question of "how can we develop in children the mental, emotional and spiritual qualities essential to individual happiness and to responsible citizenship; and what are the physical, economic, and social conditions necessary to this development." Principally, the report constitutes a gathering together of known facts about the behavior of children and youth and an inquiry into how social institutions and individuals are making use of this knowledge.

5. Understanding Your Child.

James L. Hymes. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1952. 188 pp. \$2.95.

Designed to help parents overcome their fears, worries, and misgivings when dealing with their children, this book tells how both parents and children can work toward a sympathetic understanding of each other. The author focuses attention on four principal ideas about children—children grow; there is a plan to the way they grow; children want things out of life; and, there is some reason why. The methods and advice given in this book reflect sound common sense and are designed to point the way to a flexible understanding of children. Practical suggestions and help are provided for disciplinary problems and the crisis situations which arise each day. The book demonstrates that security results from a happy, well-adjusted personality, and means of achieving this state and of creating it in children are outlined.

Child Psychology

6. One Little Boy.

Dorothy W. Baruch. [Julian Messner, 8 W. 40th St., New York 18.] 1952. 242 pp. \$3.50.

This is the true story of a little boy in trouble, and of what the psychologist discovered about the boy and his parents. The account of his therapy and the necessary re-education of his parents illustrates the confusion that can grow out of the actions of well-intentioned people. While the story is about a particular family, the material dealt with serves to reveal similar characteristics in many people. The author hopes that this book will establish a basis for understanding children's thoughts and feelings and that it will replace the condemnation of children and their behavior that comes from ignorance.

7. Understanding Children's Play.

Ruth Hartley and Others. [Columbia University Press, 2960 Broadway, New York 27.] 1952. 372 pp. \$3.50.

Teachers, parents, and social workers will find this book of help in understanding children and in planning play activities for the greatest benefit of the child. It presents many case records and conclusions reached by psychologists involved in

a project undertaken by the Caroline Zachry Institute of Human Affairs. The project explored the potentialities of play materials and activities as a means for understanding nursery and kindergarten children, and as a means for providing children in these groups with opportunities for discovering and expressing themselves. This book reports observations of 180 children from 2 to 6 years of age, and from differing cultural backgrounds, in an effort to demonstrate specific ways in which play activities indicate a child's personality development, and allow him to "play out" his emotions and problems. Separate chapters are devoted to common play activities, such as blocks, clay, finger painting, music and rhythm, and dramatics. The particular advantages of each activity are described and evaluated together with suggestions for realizing their maximum benefits. An appendix lists points to consider when observing and interpreting children at play.

Education

8. Education and National Security.

Published jointly by the Educational Policies Commission and the American Council on Education. [National Education Association, 1201 Sixteenth St., N.W., Washington 6, D.C.] 1951. 60 pp. 50c.

What will be the effect of the national situation and the current security program on schools and colleges? To what degree will increased manpower requirements upset our educational systems? How can students be prepared to meet the new challenges of our times? These and other timely questions are dealt with in this publication. The authors have evaluated our educational systems and policies in terms of our international obligations, in an effort to suggest contributions that education can make to the national program.

Exceptional Children

9. The Role of the Parent in the Education and Training of the Mentally Superior Child.

[Dept. of Special Education, Kent State Univ., Kent, Ohio.] 1951. 44 pp. 50c.

What parents can do in cooperation with the school in the guidance of children is discussed in this booklet. Major considera-

tion is given to the guidance and training of the mentally superior child, but many of the suggestions may be used successfully with other children. The booklet covers such factors as emotional adjustment, human relations, health and physical education, art activities, music, travel, hobbies, language and creative expression, and guidance. Recommendations covering each area and suggested ideas from which children will derive the greatest benefit are also included.

Growth and Development

10. Growth and Development.

Karl C. Garrison. [Longmans, Green & Co., 55 Fifth Ave., New York 3.] 1952. 559 pp. \$5.00.

This book on human development from infancy through childhood incorporates and summarizes the findings of various scientific studies on growth and development. The author, in drawing on these studies that make use of both the longitudinal approach and the cross-sectional method, presents a complete account of the roles played by physical, emotional, and mental factors in the development of children. In addition to these factors, the book deals with the development of motor skill, intelligence, language skills, creative expression, social behavior and attitudes, the change of interests with age, and the development of personality—its nature, its conflicts and adjustment. Designed primarily for teachers in training, this book will also be helpful to parents and other persons who are concerned with the guidance of children.

Guidance

11. Guidance in Elementary Education. Roy De Verl Willey. [Harper & Bros., 49 E. 33rd St., New York 16.] 1952. 325 pp. \$5.00.

A comprehensive treatment of guidance in elementary education, bringing together widely scattered points of view on that subject. The author puts major emphasis on the role of classroom teachers in the elementary school guidance program and shows how they can gain an understanding of children as human beings and the various factors which affect the development and adjustment of children. A great deal of consideration is given to the psychological factors in education and their re-

lationship to emotions, mental hygiene, and to learning. Techniques for gathering data about children and suggestions for using these data to help them grow into useful, well-adjusted citizens are included.

12. Studying Students: Guidance Methods of Individual Analysis. Clifford P. Froehlich and John G. Darley. [Science Research Associates, 57 West Grand Avenue, Chicago 10.] 1952. 448 pp. \$4.25.

This book will serve as an excellent guide to key tools and techniques for analyzing the individual student. It explains and illustrates the effective use of such important fact-finding techniques as observation, the interview, self-report documents, objective tests, rating scales, and simple statistical devices including the scatter-diagram. The book also describes how the findings from these techniques can best be compared and evaluated to guide the student scholastically, vocationally, and in the other major areas of living. Here is a volume designed specifically for the counselor or teacher who is working on a program of helping each individual to develop to the maximum of his capacity. Dr. Froehlich is Associate Professor of Education at the University of California, and was formerly Specialist for Training Guidance Personnel at the U.S. Office of Education; Dr. Darley is Assistant Dean of the Graduate School and Professor of Psychology at the University of Minnesota. Both have had considerable experience in the field of guidance testing. *Studying Students*, which replaces *Testing and Counseling in the High-School Guidance Program*, by Dr. Darley, is the third volume in the Professional Guidance Series published by Science Research Associates. The first two volumes are *Counseling Adolescents* and *Occupational Information*.

Handicapped

13. Opportunities Limited. Carolyn Brinn and Esther E. Smith. [California Society for Crippled Children, 251 Kearny St., San Francisco, Calif.] 1951. 116 pp. Apply.

This report will be of value to persons engaged in vocational counseling of the handicapped or in helping them to achieve economic productiveness and security. It deals specifically with a study of the prob-

lems of the cerebral palsied and the epileptic, and describes methods used in their rehabilitation. An appendix provides bibliographical material for counselors, parents, and handicapped persons, films, national agencies dealing with youth, and a list of possible occupations for handicapped workers.

Health Education

14. Health Observation of School Children. George M. Wheatley and Grace T. Hallock. [McGraw-Hill Book Co., 330 W. 42nd St., New York 18.] 1951. 491 pp. \$4.75.

Because teachers can do a great deal to detect health problems of children, this book has been prepared to help them understand what they see. The authors point out that what is "normal" health for one child may not be for another, and they describe the most common diseases of children. The book touches on most physical disorders and includes sections on the emotional and social growth of children. Not intended as a "what-to-do-till-the-doctor-comes" manual, it is, instead, a handbook prepared to help teachers recognize signs of illness so that proper professional treatment may be obtained.

Intelligence

15. On Being Intelligent. Ashley Montagu. [Henry Schuman, 20 E. 70th St., New York 21.] 1951. 236 pp. \$2.95.

Drawing upon his knowledge and experience as an anthropologist and upon the contributions of psychology and other social sciences, the author presents in this book a guide to intelligence and its meaning. The book is designed to help the reader avoid frustration in life, and to show him that when an individual develops an intelligent approach to others, he acquires the means for an intelligent approach to himself. The author discusses prejudice, the effects of written and spoken ideas, the control of impulses and emotions, and the achievement of mental security. One of the central themes of the book is that happiness is a social product. In conjunction with this concept, it shows how, through the use of intelligence, the individual can achieve a more useful and happy life.

Juvenile Delinquency

16. Children in Trouble — An Experiment in Institutional Child Care. Frank J. Cohen. Edited by Hermine J. Popper. [W. W. Morton & Co., 101 Fifth Ave., New York 3.] 1952. 251 pp. \$3.50.

After the juvenile offender has been caught, what next? This book describes a plan of institutional care in which the juvenile delinquent can be directed toward normal, healthy growth rather than toward increasing hostility. The author indicates two facets of the juvenile delinquent's institutional challenge: first, ways in which to coordinate and train the staff to deal effectively with these children; second, the treatment of the children themselves. The book is based on Mr. Cohen's experiences as director of New York City's Youth House, and includes a number of detailed case studies.

Leisure

17. Recreation Through Music. Charles Leonhard. [A. S. Barnes & Co., 232 Madison Ave., New York 16.] 1952. 160 pp. \$3.00.

For musical laymen, students and teachers, and professional recreation leaders, this book provides an orientation to and ways of conducting a recreational music program. Its prime purpose is to stimulate interest in and recognition of the contributions and potentialities of music as recreation. Music in general, singing, and listening are discussed in terms of the role of the recreation leader in an integrated program. The book also includes recommendations and lists for records, songs, and materials for both singing and listening programs.

Mental Hygiene

18. Catalog: Mental Health Pamphlets and Reprints Available for Distribution 1951. Compiled by the Publications and Reports Branch, Natl. Inst. of Mental Health. [Supt. of Documents, U.S. Govt. Print. Off., Washington 25, D.C.] 1951. 53 pp. 25c.

This bulletin will serve as a handy reference guide to current mental health pub-

lications. It contains a listing of pamphlets, leaflets, and reprints classified under six major categories—national mental health program, mental health information, mental health guidance, mental health problems, mental health services, study programs and group activity—with subheadings under each group. The date of issue, price, and principal distributor are indicated for each item. This edition contains many items not included in previous editions and all publications known to be out of print have been dropped from the catalog.

19. Growing Up in an Anxious Age. 1952 Yearbook. Assn. for Supervision and Curriculum Development. [Natl. Education Assn., 1201 Sixteenth St., N.W., Washington 6, D.C.] 1952. 263 pp. \$3.50.

The uncertainty of the times and its effect upon children is discussed in this yearbook. It presents the findings of educators, guidance specialists, psychologists, psychiatrists, social anthropologists, mental hygienists, and other specialists, each contributing ideas from his own particular field. The main emphasis throughout the book is on the problems and anxieties of children and youth, and how adults can help create better lives for them by lessening the effects of present-day tensions.

Minority Groups

20. Minorities in American Society. Charles F. Marden. [American Book Co., 55 Fifth Ave., New York 3.] 1952. 493 pp. \$4.50.

This textbook approaches the question of the minority's status in society by analyzing the dominant-minority intergroup relationships. It discusses, in detail, the major minority situations in the United States and its territories, with emphasis on the significance to American society of the presence of minorities, and its meaning in relation to the current position of the United States in world affairs. A general introduction to the sociology of dominant-minority relations serves as a frame of reference for a definition of the term "race" as the social scientist now considers it. This view and definition disproves the basis of many widely held myths about racial distinctions. The author deals with, in separate sections, minority situations involving the European immigrant, the Negro,

the Oriental, the Indian, the Catholic, and the Jew. In conjunction with these relationships, he discusses the process by which alien groups become assimilated into the dominant cultural pattern. Emphasizing the social forces and historical circumstances which have motivated group discrimination, the author interprets the dominant-minority structures as a particular characteristic of our society. Utilizing research and proven experiments, he proposes social action designed to reduce discrimination on many levels.

Occupational Information

21. Counseling Aid for High School Deans of Girls and Counselors. [University of Cincinnati, Cincinnati 21, Ohio.] 1952. 54 pp. Apply.

The contributors to this publication are both women graduates and undergraduate students of the co-operative colleges of Applied Arts, Business Administration, and Engineering at the University of Cincinnati. Their articles give facts about personal careers and the educational program under the co-operative system. Under this co-operative program the student gets experience on the job along with her academic training.

22. Occupational Information: Its Development and Application. Carroll L. Shartle. 2nd ed. [Prentice-Hall, Inc., 70 Fifth Avenue, New York 11.] 1952. 425 pp. \$5.00.

The purpose of this textbook is to outline the development of occupational information, and to describe the uses of such information in coping with the problems of industry, government, education, and community agencies. A great deal of consideration is given to the training of the vocational counselor. Obtaining occupational information, describing and classifying jobs, entry into fields of work, military occupations, and jobs for the handicapped constitute a few of the major topics discussed. This revised edition differs from the previous in that sections have been added, which include a list of sources of occupational information, a complete job analysis, the 1950 Census Classification of Occupations and Industries, and the New York system for filing

occupational information materials. Other additions to the book are the North-Hatt scale of prestige ratings of occupations based on a national sample, supplementary methods for making community surveys and follow-up studies, and an evaluation of the significance of occupational information.

Old Age

23. Man and His Years. [Health Publications Inst., 216 N. Dawson St., Raleigh, N.C.] 1951. 311 pp. \$1.75.

An account of the first National Conference on Aging, this report points up the effect a larger population of older citizens has on our economy. It discusses such problems as income, employment, rehabilitation, family life, recreation, physical and mental health. Several particular papers on the Conference are also included. Finally, the report analyzes society's stake in these problems and its obligation to help find solutions to them.

Parents and Teachers

24. Parents and Teachers as Partners. Better Living Booklet. Eva Grant. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 48 pp. 40c. Quantity discounts.

The theme of this booklet is: How can parents and teachers get along better? It deals with the parent-teacher relationship, the obstacles to home-school cooperation, and means of eliminating them. The author, editor of the *National Parent-Teacher* magazine, gives examples of what has been accomplished in communities where parents and teachers work together and shows how other localities can achieve similar goals.

Personality

25. Personality Development. J. S. Slotkin. [Harper & Bros., 49 E. 33rd St., New York 16.] 1952. 401 pp. \$4.50.

An exploratory study of the influence and effect of culture on personality, this book presents a systematic theory of personality development based upon the hypotheses

and evidence of anthropologists, biologists, psychiatrists, psychologists, and sociologists. Special emphasis is given to the first five years of life. Inheritance, Socialization, Culturalization, and Individualization are the four major headings under which there are detailed discussions of related theories. Cases illustrating theories are drawn primarily from Western cultures, but Eastern societies are included wherever material is available.

Personnel and Supervision Problems

26. Readings in Personnel Administration. Paul Pigors and Charles A. Myers. [McGraw-Hill Book Company, Inc., 330 W. 42nd St., New York 36.] 1952. 483 pp. \$4.50.

A collection of writings by individuals and social scientists in the field of personnel administration, this text was designed as a supplementary college textbook and as a reference book for the practitioner. The articles included are limited to those which emphasize the philosophy, basic problems and limitations, and criticisms of the field, rather than the techniques of personnel administration. Personnel problems, the role of the foreman, the building of work teams, wages and work assignments, and employee services and programs, constitute the major areas covered in the book. Each of the sections is preceded by an introduction which indicates how the selections present an integrated picture or an approach to the issues involved in each area.

Psychology

27. Towards Understanding Our Minds. R. B. Siddall. [Vantage Press, Inc., 230 W. 41st St., New York 18.] 1951. 157 pp. \$3.00.

In this book the author gives the lay reader a simple picture of the human mind and its problems. He discusses the various aspects of the mind, such as memory, instinct, the thought process, intellect, the conscious, and the subconscious. Emphasis is placed on the problems of the mind, particularly as they affect the individual in his growth from childhood and adolescence toward adulthood. Separate chapters deal with fear, sex, love, childhood development, adolescence, maturity, and old age.

Psychology, Educational

28. Intelligence and Cultural Differences — A Study of Cultural Learning and Problem-Solving. Kenneth Eels, Allison Davis and Others. [Univ. of Chicago Press, 5750 Ellis Ave., Chicago 37.] 1951. 388 pp. \$5.00.

An extensive study of the correlation, or lack of it, between intelligence and the influence of cultural patterns. This book presents both statistical and interpretive material based on field studies made by the authors. Numerous charts, graphs, and diagrams are included. The authors consider intelligence tests and their use, and discuss the possibility that valuable manpower is being lost to society because known methods of intelligence-testing fail to show potential talents in different types of people.

Reading

29. Recommended Children's Books of 1951. Louise Davis, Ed. [Library Journal, 62 W. 45th St., New York 19.] 1952. 95 pp. \$1.00. Quantity prices.

This publication contains reviews and appraisals of 706 children's books which were published during 1951. The books were reviewed by school and public librarians for the *Library Journal*, and each review contains information on scope or background, age or grade level, suitability of format, and its value to different types of libraries. Teachers and librarians will find this booklet of value in selecting reading material for children of pre-school age through high school. Entries are arranged by grade and subject with an author-title index.

School Administration

30. The Superintendent, the Board, and the Press. [Amer. Assn. of School Administrators, 1201 Sixteenth St., N.W., Washington 6, D.C.] 1951. 23 pp. 25c.

This pamphlet points out some of the problems and issues which the school and the press—newspapers, radio, and television—have in common, and suggests ways in which they can work together for good

education and good community living. The similarity of responsibilities, functions, and influences of the school and the press in relation to the general public is discussed. A suggested check list for news tips about various phases of the school system and reports of what other school systems are doing are also included.

Student Personnel Services

31. Guidance for Boys in 227 Independent Secondary Schools. [Robert L. Lamborn, McDonogh School, McDonogh, Md.] 1951. 22 pp. Single copies, free.

This pamphlet is a digest of a doctoral dissertation which reports on the guidance practices and policies in independent secondary schools for boys in the New England and Middle Atlantic states. It presents findings on the extent to which guidance services are found in these schools, the administration of the program, and the guidance services rendered. Findings are also presented concerning the relationships existing between the extent of the guidance provisions in these schools and such factors as school size, teacher-pupil ratio, the training of the person responsible for the guidance program, and the administrative support given the program. Numerous appendix tables showing these conclusions are also provided.

Surveys

32. They Went to College. Ernest Havemann and Patricia Salter West. [Harcourt, Brace & Co., 383 Madison Ave., New York 17.] 1952. 277 pp. \$4.00.

This book will be of value to college graduates, to parents who are trying to decide about a college education for their children, and to educators who want facts concerning the life adjustment of students after graduation from college. Based on an extensive survey of United States college graduates by *Time* magazine and analyzed by the Bureau of Applied Social Research at Columbia University, the book describes what happened to 9,064 graduates of about 1,000 colleges, covering a period of more than fifty years. Using personal letters, data from questionnaires, and statistics, the authors draw a portrait of the male and female graduate; discuss money, marriage, and career problems faced by the gradu-

ate; and point out what students think about college and its relationship to future success.

Women—Employment

33. **The Older Woman Goes to Work.** [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1952. 5 pp. 10c. Reprinted from *Glamour*, February, 1952.

Since the latest census report shows that

a large per cent of women workers is in the over-40 age group, this article suggests techniques which may be used by older women to secure jobs. It includes numerous case histories, representing a wide variety of occupations, in which women used their non-professional experience to advantage in the business world. Brief summaries with photographs are also included of women who are now working as insurance executive, educator, writer, chemist, hostess-nurse, public relations director, information service head, and placement manager.

for the **STUDENT**

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

LIFE ADJUSTMENT MATERIALS

Baby-Sitting

34. **Baby-Sitters' Handbook.** *Life Adjustment Booklet.* Judy Flander. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 48 pp. 40c. Quantity discounts.

Since baby-sitting is a favorite job of young people all over the country, this booklet should serve a real need. Written for teen-age sitters, it answers most of the questions they have on the various phases of sitting—qualifications for a sitter, the many problems concerning wages and employer-employee relations, duties of a sitter, the care of infants and of older children, and many other special situations that may arise. The booklet emphasizes the fact that anyone can be a baby-sitter, but that to be a *good* one, it is important to have the skills and knowledge required for the job.

Education

35. **High School Ahead.** *Junior Life Adjustment Booklet.* R. L. Hunt. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 40 pp. 40c. Quantity discounts.

A helpful booklet written for upper elementary and junior high school boys and girls to give them a more realistic picture of high school life—and to start them thinking about the future. Information on vocational and college preparatory curriculums, high school courses and activities, grading, and the values of a high school education is presented in a lively, lucid style by R. L. Hunt, Editor of *The Phi Delta Kappan* magazine.

36. **Opportunities for the Continuation of Education in the Armed Forces.** W. W. Charters. [Amer. Council on Education, 1785 Massachusetts Ave., N.W., Washington 6, D.C.] 1952. 72 pp. 50c.

This booklet contains a report of the findings and recommendations of the USAFI Evaluation Study Committee, whose purpose was to examine the instructional materials issued by USAFI with a view to making suggestions for improvement. The objectives of USAFI, the services available through it, the characteristics of its students, its value, and many other facts are discussed. The booklet includes an evaluation of the present status of the courses offered by USAFI, the catalogue, text selection and construction, study guides,

group instructor's manuals, military instruction and guidance, correspondence instruction, tests, accreditation, coordination and integration, and research. Recommendations concerning each of the areas covered and a discussion of USAFT's plans for the future are also given.

Higher Education

37. The College Handbook. [College Entrance Examination Board, Secretary, 425 W. 117th St., New York 27.] 1951. 292 pp. \$1.00.

This handbook is for students who have already decided to go to college, and who are now trying to limit their choice to a few colleges. The book presents in concise form descriptions of the 134 accredited member colleges of the College Board, together with essential information about location, size, terms of admission, programs of study, costs, financial assistance, and where to write for further information. These statements were prepared by the colleges themselves. A new feature of this edition is the section on the freshman year—the composition of the freshman class, the typical academic programs, types of housing available, whether the college has fraternities or sororities, and other factors that are of interest to first-year students.

38. A Guide to Junior Colleges. 2nd ed. [Marguerite Tuttle, Inc., 28 W. 44th St., New York 36.] 1952. 56 pp. \$1.50.

This guide, published every two years, is specifically designed to give parents, students, and guidance counselors up-to-date facts about a small group of junior colleges. Information is given covering facilities, programs, size, location, admission policies, accreditation, and tuition costs for each college listed.

Marriage

39. Youth and Marriage—A Student Manual. Judson T. Landis and Mary G. Landis. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1951. 308 pp. \$2.75.

This manual is designed to be used as a supplement to the authors' text, *Building a Successful Marriage*, or to other books on

marriage and family living. Its purpose is to help students examine their own family background and to understand the influence of this background on their development and their attitudes. Suggestions for discussion, exercises, socio-dramas, role playing, field trips, films, and reflective thinking are included through which students will be able to appraise many different facets of their personalities and their attitudes toward life. Knowledge of these facts will help the students choose mates wisely and meet successfully the challenges of marriage and parenthood. The pages of this manual are perforated so that they may be torn out and turned in to the instructor.

Scholarships and Fellowships

40. Financing Your Way Through College. [B'nai B'rith Vocational Service Bureau, 1424 Sixteenth St., N.W., Washington 6, D.C.] 1952. 8 pp. 20c. Quantity prices.

Students who wish to go to college, but need financial assistance, will be interested in the information contained in this pamphlet. It suggests ways and means of self-help as well as scholarships and loans, and gives estimates of tuition and other costs. Information on particular scholarships and other financial aids and how they may be secured is included. Sources from which further information may be obtained are also given.

Sex Education

41. Attaining Manhood. George W. Corner. Rev. ed. [Harper & Bros., 49 E. 33rd St., New York 6.] 1952. 97 pp. \$1.50.

In a frank and simple style, this book presents for maturing boys the facts about sex which they want and should know. The author, a doctor who has had wide experience in the field of sex education, is chairman of the National Research Council committee for the scientific study of sex problems. This book will be of help to parents and teachers in answering the questions raised by adolescent boys. The material included, discussed in non-technical language, represents a modern scientific approach to sex problems. A bibliography of books and films is also included.

- 42. Attaining Womanhood.** George W. Corner. 2nd ed. [Harper & Bros., 49 E. 33rd St., New York 16.] 1952. 110 pp. \$1.50.

The companion volume to *Attaining Manhood*, this book reflects the modern scientific approach to sex education. In clear language, it presents sex facts, supplemented by simple and accurate illustrations for girls twelve years of age and older. In addition to discussing the facts, the book indicates ways in which the subject may be introduced to young girls. A bibliography of books, films, and other materials for further study is also provided. This book will be of value to adults who guide maturing girls.

Social and Personal Adjustment

- 43. Living and Planning Your Life.** N. William Newsom and Others. [McGraw-Hill Book Co., 330 W. 42nd St., New York 18.] 1952. 470 pp. \$3.48.

What is school all about? How can I study better? What sort of job shall I train for? Will I marry? What should I do with my spare time? This book makes a sweeping survey of the questions in the minds of today's high school students and gives over-all suggestions about them. The authors also attempt to anticipate specific questions by dealing with such diverse matters as installment buying, the conduct of a formal meeting, and one's responsibilities as a host or guest. Questions for study and discussion, suggested activities, and a bibliography accompany each chapter.

- 44. Psychology and Successful Living.** Charles C. Josey. [Charles Scribner's Sons, 597 Fifth Ave., New York 17.] 1952. 405 pp. \$3.00.

Written in language suitable to senior high school students, this book outlines a course which is designed to make the growing-up process easier. The book is essentially an introductory text in psychology which deals specifically with those problems of human behavior that are important to adolescents. The author discusses such topics as: the importance of psychology in everyday living; human nature and its development; individual differences; personality and how it may be improved; vocations and avocations; ado-

lescence; marriage; child care; delinquency; and citizenship. At the end of each chapter there is a summary, questions for study and discussion, a glossary, and a bibliography.

Vocational Guidance

- 45. Look at Your Career.** [Sales Department, University of Nebraska Press, Architectural Hall, Lincoln 8 Nebraska.] 1951. 191 pp. \$1.00.

This guide has been prepared for high school seniors to acquaint them with university life—the courses students take and the careers for which those courses prepare. It includes an outline of the major fields of study, telling what each field is, what is necessary for success in it, the careers to which study in it lead, and the nature of each career. Descriptions of occupations and areas of studies are also included. Although primarily based on the program at the University of Nebraska, the information in this guide will be of benefit also to students planning to attend other colleges and universities.

- 46. Your Interests and Your Career.** [B'nai B'rith Vocational Service Bureau, 1424 Sixteenth St., N.W., Washington 6, D.C.] 1952. 6 pp. 20c. Quantity prices.

The importance of leisure-time interests and pastimes in the choice of a career and in future happiness is discussed in this pamphlet. It explains what interests are, tells how they may be discovered and how new ones may be developed. The relationship between interests and careers and between interests and school planning is also discussed. Other books and pamphlets dealing with interests and career planning are suggested.

- 47. Your Vacation Job and Your Career.** [B'nai B'rith Vocational Service Bureau, 1424 16th St., N.W., Washington 6, D.C.] 1952. 7 pp. 20c. Quantity prices.

Whether you are planning to get a summer job because you need additional money or because you wish to gain practical experience for your future career, you will find the material covered in this leaflet of interest. The fields discussed include science, engineering, dentistry, nursing,

veterinary medicine, forestry, agriculture, teaching, accounting, law, home economics, social work, library work, economics and psychology, personnel jobs, newspaper work, and landscape architecture. The

fields are described in terms of possible summer jobs which would have some value in preparation for later work in a particular field.

VOCATIONAL INFORMATION

Accounting

48. **Careers in Accounting.** [B'nai B'rith Vocational Service Bureau, 1424 Sixteenth St., N.W., Washington 6, D.C.] 1952. 7 pp. 20c. Quantity prices.

This leaflet presents an over-all picture of the work of the accountant in both public and private practice. It describes the personal qualifications and training requirements for a successful career in accountancy, and gives information covering schools, cost of training, hours and working conditions, and hiring practices. The future job outlook for accountancy graduates, sources of employment, suggestions for getting jobs, and other vocational factors are considered. A chart is included which gives data about median earning of accounting graduates according to various personal and social classifications.

Architecture and Drafting

49. **Careers in Cartography.** [B'nai B'rith Vocational Service Bureau, 1424 Sixteenth St., N.W., Washington 6, D.C.] 1952. 4 pp. 20c. Quantity prices.

This leaflet presents brief descriptions of the many different types of jobs found in the map-making industry. It lists the agencies in which maps are made, tells how jobs are filled, and describes the qualifications necessary for employment. The job outlook in cartography and related fields and sources from which further information may be obtained are also included.

Business and Management

50. **What It Takes to Operate Your Own Business.** [Glamour's Job Dept., 420 Lexington Ave., New

York 17.] 1952. 10c. Reprinted from *Glamour*, April, 1952.

This article presents information which will be of value to women who are interested in self-employment. It discusses three major factors which are essential to successful business—managerial know-how, personality, and capital. The article also lists and discusses other important factors in business management—location, book-keeping, taxes and employee protection, proprietorship, buying, selling, and advertising. Sources of further information, including organizations and agencies as well as reading material, are also included.

Clerical Work

51. **Opportunities for Office Workers.** Walter J. Greenleaf. [Federal Security Agency, Office of Education, Div. of Vocational Education, Washington 25, D.C.] 1952. 2 pp. Single copies, free.

Employment opportunities for office workers—secretaries, typists, file clerks, stenographers—their duties, working conditions, personal qualifications and preparation necessary for success are described in this leaflet. The types of schools in which office workers are trained and the locations of some of them are also included. Job opportunities in the federal government and information on how they are obtained are also discussed.

Dramatic Entertainment

52. **Dancer.** Sarah Splaver. Occupational Abstract No. 150. [Personnel Services, Inc., Main St., Peapack, N.J.] 1952. 6 pp. 50c. Special to students, 25c.

This leaflet deals with the chief aspects of the field of professional dancing. It contains a description of the work, the per-

sonal qualifications and preparation required, earnings, advancement opportunities, advantages and disadvantages of the work, and suggestions for getting started. A bibliography of books for further reading is also included.

Education

53. Opportunities in Teaching. Walter J. Greenleaf. [Federal Security Agency, Office of Education, Div. of Vocational Education, Washington 25, D.C.] 1952. Free. Supply limited.

Brief descriptions of teaching jobs in five educational areas are given in this leaflet. They include kindergarten, elementary, high school, college, and vocational school. Information is included on the duties of the jobs, the educational requirements, certification, and salaries. Private school teachers and rural school teachers are also considered.

Engineering

54. Accredited Undergraduate Engineering Curricula in the United States and Accredited Technical Institute Programs. [Engineers' Council for Professional Development, 29 W. 39th St., New York 18.] 1951. 19 pp. 25c.

This pamphlet gives information on the Council's bases for accrediting engineering curricula and provides an up-to-date list of accredited undergraduate curricula by institutions and by the major and optional curricula offered in each school. Similar information concerning accredited programs of the technical institute type is also included. The location of each institution listed is indicated.

55. Civil, Electrical, and Mechanical Engineering. Walter J. Greenleaf. [Federal Security Agency, Office of Education, Div. of Vocational Education, Washington 25, D.C.] 1952. 4 pp. Single copies, free.

The three major branches of engineering—civil, electrical, and mechanical—and the nature of the work in each branch are discussed in this leaflet. Information is

included concerning the preparation required, the number of workers in each branch, beginning salaries, and licensing. Sources from which further information may be obtained and a list of approved schools offering courses in civil, electrical, and mechanical engineering are also included.

Government and Public Service

56. Opportunities for Women in the Federal Civil Service. Pamphlet 35. [U.S. Civil Service Commission, Washington 25, D.C.] 1951. 26 pp. Free.

Information about requirements and application procedures for jobs in the Federal Civil Service is contained in this pamphlet. It describes positions in the fields of science, teaching, nursing, engineering, dietetics, social work, stenography, and library science; and gives facts concerning examinations, appointments, salaries, and working conditions. A list of publications which give further information about some of the job fields and the addresses of Civil Service Regional offices are also provided.

Law

57. Career Planning in the Law. Kenneth Redden. [Bobbs-Merrill Co., 724 Meridian Ave., Indianapolis 7, Ind.] 1951. 194 pp. \$3.00.

Written especially for those persons who are already in law school, or who have been recently graduated, this book offers guidance in planning and improving a career in law. The bar today, opportunity for the future, the various fields of law practice, where to practice, how to get a job, work in allied fields, general practice versus specialization, and government services, are some of the topics discussed. Each aspect of the field is dealt with from an up-to-date and over-all point of view.

Printing and Publishing

58. Careers in the Book Publishing Industry. Daniel Melcher. [B'nai B'rith Vocational Service Bureau, 1424 Sixteenth St., N.W., Washington 6, D.C.] 1952. 6 pp. 20c. Quantity prices.

The book publishing industry and the typical jobs found in it are briefly described in this pamphlet. Information is given on hours, working conditions, unions, earnings, duties and responsibilities, and opportunities for advancement. The author also suggests job-hunting techniques and books which will acquaint interested persons with facts about the book publishing industry.

Radio Broadcasting

59. Opportunities in Television. Walter J. Greenleaf [Federal Security Agency, Office of Education, Div. of Vocational Education, Washington 25, D.C.] 1952. 2 pp. Single copies, free.

The variety of job opportunities in the fast-growing television industry are described in this leaflet. It contains descriptions of the various phases of work in administration, in engineering, in programming and production, and in installing and servicing TV sets. Information is given on the nature

of the work, the duties and responsibilities, training and experience required, and salaries. A selected list of institutions offering TV engineering courses and sources from which further information may be obtained are also included.

Repairing Services

60. Automobile Mechanic. Walter J. Greenleaf. [Federal Security Agency, Office of Education, Div. of Vocational Education, Washington 25, D.C.] 1952. Free. Supply limited.

This leaflet briefly describes the duties and working conditions of automobile mechanic and three related occupations—automobile repair serviceman, mechanic helper, and service station attendant. Information is included on the opportunities for employment, covering localities and typical places of employment, pay scales, the personal qualifications and training preparation required. Training through apprenticeship is also covered.

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